

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PARTS HANDLER**

Jurisdictional Class: **Competitive**

Date Adopted: **January 1991**

Date Revised: **July 15, 2002**

Jurisdictions: **County**

Union Status: **CSEA**

Pay Grade: **9**

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical responsibility for the acquisition, storage and disbursement of supplies and equipment. Work is performed in conjunction with Department of Public Works operations under the direct supervision of the Fleet Coordinator. Orders, receives, stores and issues tools, spare parts and other mechanical equipment used in the repair and maintenance of county owned vehicles and equipment. Orders, receives, stores and issues supplies used in the Department of Public Works operations. May operate equipment in emergencies. Requires a thorough knowledge of departmental organization, its functions, responsibilities and personnel. Must possess a working knowledge of auto mechanics and construction equipment repair, and an ability to exercise independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Prepare and maintain parts, vehicle, and equipment inventories;

Accept deliveries, check bills of lading and monitor fuel supplies;

Performs record keeping tasks related to shop operations;

Reads and interprets parts books and manuals;

Consults with sales persons and suppliers;

In an emergency drives trucks, rides wing (snow removal) and performs other duties as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the component parts of trucks, tractors and automobiles; good knowledge of automotive repair equipment and terminology; good knowledge of the methods and practices used in receiving, storing, maintaining and issuing supplies and equipment; good knowledge of inventory control methods; working knowledge of business arithmetic; ability to prepare written reports; initiative; dependability; honesty.

MINIMUM QUALIFICATIONS:

Graduation from high school and two (2) years of responsible experience in automotive parts and supply activities.

NOTE: Successful completion of 1 year of coursework in automotive mechanics in a local BOCES program or in an accredited college or university may be substituted for one (1) year of experience. Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license.